

# INFORMATION EXCHANGE

April 1998

## Resources for JTPA Programs

### Contents

<i>Capacity Building Unit Training Update</i>	2
<i>Carson/Lomita/Torrance Presents Assessment Training</i>	3
<i>Riverside County's Older Worker Job Fair Overwhelming Success!</i>	3
<i>You Winsome, You Lose Some</i>	3
<i>School-to-Career 1998 Request for Proposal Released</i>	4
<i>O*NET - The New Skills-Based Occupational Information Network</i>	4
<i>SB 645 - Report Card on Workforce Preparation Programs</i>	5
<i>Check It Out!</i>	6
<i>April Calendar</i>	7

## At The Employment Training Network



## April Raining Brings May Training

Weather or not - you can always count on the assistance of the Employment Training Network (ETN)!

The ETN can provide you with customized, professional assistance in any area that will improve the delivery of your JTPA services.

The ETN resource library contains books, videos, manuals, brochures and CD-ROMs on a wide variety of employment and training topics available for loan. (See Page 6)

The ETN will also reimburse travel expenses associated with visiting another program to learn in a "hands-on" environment from other program operators.

Please call Diane Coad at (916) 654-8896 if you receive Job Training Partnership Act (JTPA) funding and are interested in obtaining these services free of charge to your agency.



## Capacity Building Unit Training Update

### Welfare-to-Work Introduction and Overview

The Capacity Building Unit (CBU) of the Job Training Partnership Division (JTPD) is offering Welfare-to-Work (WtW) Interim Rule Introduction and Overview training.

This one-day session is designed for Service Delivery Area (SDA) practitioners and other partners who will be administering WtW. The training course will emphasize the eligibility requirements of the 70 and 30 percent provisions, allowable, and unallowable work activities noted in the interim rule. Also, elements such as program purpose, administrative requirements, and performance standards will be highlighted during this training. Attendees will also participate in several group exercises that will allow for a "hands-on" approach in grasping the critical processes in documenting WtW participant case files.

Class size for this session is limited to 25 participants. A minimum of 60 days lead time (from the submission of the Training Request form) is required to accommodate planning schedules. SDAs can request to host this training for their frontline staff and partners who will be administering the WtW. Classes are currently booked through June.

If you are interested in hosting a WtW training session, please call Luis Sepulveda at (916) 653-5244; or, complete the Capacity Building Training Request Form which can be retrieved at the following Internet address:

<http://www.edd.cahwnet.gov/jtpatrfm.htm>

### Capacity Building Goes On Line!

We are proud to announce that all pertinent information relating to the Capacity Building Unit (CBU) can now be found at our website:

<http://www.edd.cahwnet.gov/jtpacb.htm>

At this site you will find a description of the purpose of the CBU and general overview of the Employment Training Network (ETN).

If you select the "Event Calendar" button, you will find Service Delivery Area (SDA) training and other major events that relate to the employment and training community. This page also provides a link to the State Job Training Coordinating Council (SJTCC) and the Department of Labor (DOL) calendars.

Next, the long-awaited Capacity Building Training Catalog can now be accessed. In addition to the course title and description of each class, specific information is provided on the length of the class, size limitations, and trainer to contact for additional information.

And finally, you can access instructions on requesting CBU training as well as specifics on the logistics of the training.

Your input on the CBU web site is welcome. Please visit our site and call us with comments or questions at (916) 657-2146.

### CALL FOR WORKSHOP PROPOSALS

#### 1998 CalWORKS Partnership Conference

**San Diego, California**

**December 15-17, 1998**

You are invited to submit workshop proposals that address the many issues and challenges of a restructured welfare system and Department of Labor (DOL) Welfare-to-Work Initiative. You will find this conference will provide key opportunities for you to share your ideas, strategies, experiences, and expertise.

Anyone interested in submitting a workshop proposal for this conference must complete a presenter's bid package by June 1, 1998.

Please contact Luis Sepulveda, Workshop Services Chair, at (916) 653-5244, or Odette Pidermann at (619) 238-1445 for further information.

## Carson/Lomita/Torrance Presents Assessment Training

The Carson/Lomita/Torrance Private Industry Council (C/L/T PIC) is currently presenting informative training sessions on their comprehensive assessment system.

These three hour sessions are designed for Service Delivery Area (SDA) practitioners as well as interested employment and training related organizations who are currently providing, or plan to offer, assessment services for JTPA and One Stop customers.

The C/L/T system is based on the California Assessment Model. Presenters address how to design a comprehensive assessment system. They discuss how to process customers in a timely manner by conducting group sessions. A variety of tests are presented ranging from those that evaluate both "hard" and "soft" skills to those that measure basic skills through aptitude.

Strategies to work effectively with local community colleges are also introduced.

Assessment of "soft" skills and how they are related to the SCANs is another topic. A representative from Learning Resources Inc. presents information on the Accuvision program. This program is a video based assessment technology used by the C/L/T PIC to assess soft skills. This is followed by a personal dynamics workshop which emphasizes development of soft skills.

The Assessment Training Sessions are conducted at the C/L/T PIC office located in Carson, California. For more information about these sessions or to arrange a session for your organization, please call 310-732-5700. Travel reimbursement may be available through the Employment Training Network.

## Riverside County's Older Worker Job Fairs Overwhelming Success!

The motto "Ability is Ageless, Experience is Priceless," resounded as the Riverside County Older Worker Coalition recently hosted the Second Annual Older Worker Job Fairs.

In honor of Employ the Older Worker Week, the older worker job fairs were intended to enhance the employment and training services available to Riverside County residents 55 years of age and better. Last year's job fairs were so well received that the geographical reach was extended and a third fair location was added.

The popularity of these job fairs is based on the fact that an increasing number of companies are verifying what studies show: Older workers are more mature; possess valuable skills and high morale; maintain high standards and work habits; and are more reliable and committed to an employer.

The Older Worker Coalition is sponsored by the Riverside County Economic Development Agency and the Workforce Development Board in partnership with the Employment Development Department, the Riverside County Office on Aging, the National Indian Council on Aging and Catholic Charities.

If you are interested in obtaining information on organizing an older worker job fair in your area, please contact Lynn Winter at (909) 955-3087.

## You Winsome - You Lose Some

In this case - you win! The *Winsome Workforce Websites* is a comprehensive directory of self-proclaimed "wonderful, wise, wired, worthwhile, weird, wild and well-designed workforce web sites." These sites were recently compiled by the California State Job Training Coordinating Council (SJTCC) staff.

This directory contains a listing of helpful, on-line workforce preparation Internet sites. Topics of interest include:

- Education Resources
- Employment and Training Resources
- Employment Opportunities
- Federal Government
- Legislative
- One-Stop Career Centers Services
- Welfare-to-Work
- Workforce Development Organizations

Please call Diane Coad at (916) 654-8896 for a complimentary copy.

## School-to-Career 1998 Request for Proposal Released

With the receipt of a second-year School-to-Work Opportunities Act Implementation Grant totaling \$43.8 million, the Governor, in collaboration with the Superintendent of Public Instruction, and the Chancellor of the California Community Colleges, will award approximately \$35 million to new and continuing local partnerships to further the development of California's School-to-Career (STC) system.

Grants to local partnerships will be awarded on the basis of a proposal process. The grant awards are intended to provide short-term resources to assist local partnerships in implementing strategic STC activities that can be sustained after the State grant funds expire.

The Request for Proposal (RFP) will include the following three types of partnerships:

- \* New Local Partnerships (areas of the State outside the geographic boundaries of existing partnerships);
- \* Continuing State-Funded Local Partnerships (partnerships funded in year one of the State's Implementation Grant); and
- \* Federally Funded Partnerships Transitioning to State Funding.

A copy of the RFP can be obtained by downloading it from the STC web page site (<http://www.stc.ca.gov>); by faxing a request with your name and complete address to the Employment Development Department (EDD) Contract Services Group at (916) 657-4391; or, by calling their bid line at (916) 653-5134. The proposals will be due by 3 p.m. on May 29, 1998.

The STC Interagency Partners recently held a series of bidders' conferences to assist applicants with the RFP process. Written responses to all questions raised at or before the bidders' conferences will be available by April 17, 1998 and will be posted on the Internet at the above-mentioned site. Hard copy may be obtained by calling the STC Office.

For additional information please call the STC Office at (916) 654-6138.

## O\*NET - The New Skills-Based Occupational Information Network

O\*NET is the acronym for the skills-based Occupational Information Network developed by the Department of Labor (DOL) to replace the *Dictionary of Occupational Titles* (DOT). O\*NET is an automated occupational information system covering 1,123 occupations. It identifies and describes worker attributes, catalogs work content across jobs in the American economy, and depicts the work and labor market context. Eventually, O\*NET will be accessible on the Internet. Beta versions of O\*NET are due for release this Spring.

Although a valuable resource, the DOT's detailed compendium of occupations could not be kept up to date with existing methods and resources. The DOT did not reflect current labor market trends such as working in teams and "doing whatever needs to be done" rather than working within the limits of a narrow job description.

In 1991 DOL established the Advisory Panel for the Dictionary of Occupational Titles (APDOT) composed of members from business, government, and education to study reinventing the dictionary to meet new demands. For over two years the Panel studied a range of options on how to identify skills required by employers, how to measure skills possessed by individuals and how to keep this information accurate, current, and accessible. The Panel recommended creation of a national database system of occupational and labor market information that could be used at home, in school and on the job. O\*NET grew out of these recommendations.

National data collection efforts are now underway to gather skills information from workers.

California currently has two data collection projects for O\*NET. The Employment Development Department's (EDD) Labor Market Information Division (LMID) is concentrating on collecting skill information from occupations in the emerging multimedia industry. The California Occupational Information Coordinating Committee (COICC) sponsored a pilot to determine whether data could be effectively collected by local organizations. COICC partners recently piloted data gathering for clerical occupations in five counties.

O\*NET will be demonstrated at the California Workforce Association (CWA) Annual Spring Conference in San Diego. CWA conference attendees will have an opportunity to view O\*NET during a workshop on Wednesday, April 8 from 4:00 to 5:30 as well as at the exhibit booth.

Information about the O\*NET is available at: [www.doleta.gov/programs/onet/](http://www.doleta.gov/programs/onet/)

## **SB 645 - Report Card on Workforce Preparation Programs**

Senate Bill (SB) 645, which became law on January 1, 1996, gives the State Job Training Coordinating Council (SJTCC) the responsibility for designing and implementing a system to evaluate the performance of publicly-funded workforce preparation programs in California. Each June, beginning this year, the SB 645 system will issue a report card on workforce preparation in the State.

To meet the requirements of SB 645, the SJTCC formed the Special Committee for Performance-Based Accountability (PBA Committee). As a first step, the PBA Committee plans to apply certain measures across California's workforce preparation systems. Initially, all of these measures will be based on individual participant data periodically provided by service providers and program operators, including those that receive funding through the Job Training Partnership Act (JTPA), Carl D. Perkins Vocational Education Act, the Job Opportunities and Basic Skills program (GAIN in California), the Wagner Peyser Act, the Employment Training Panel, and certificated community college programs. Although listed in SB 645, the Food Stamp Employment and Training program and adult and vocational education programs operated by the California Department of Education will not be included in the first set of SB 645 report cards. The PBA Committee has hired a contractor, Applied Management and Planning Group (AMPG), to develop the database that will be used to issue the report cards.

Program operators and service providers will provide the SB 645 system with individual participant data keyed on social security numbers along with other information, such as program and provider identifiers, type of intervention, individual's education level, and relevant demographic data. The SB 645 system will then match this data with data in a number of databases that contain information on individuals' employment status, wages, enrollment in education programs, etc.

SB 645 information will be used not only for accountability purposes, but also for service providers, county welfare departments, and other workforce preparation program operators for the continuous improvement of their services.

Based on information available through the SB 645 system, the One-Stop Career Center initiative is developing the Consumer Report System (CRS). The CRS

will provide individuals and employers with descriptive and performance information on the services offered by workforce preparation providers.

For more information on SB 645, please contact Ron Addy at (916) 654-8037.

### **JTPD Initiates SB 645 Reporting Process Pilot Project**

The Employment Development Department (EDD) Job Training Partnership Division (JTPD) has organized a work group to assist Service Delivery Areas (SDAs) in developing SB 645 reporting procedures.

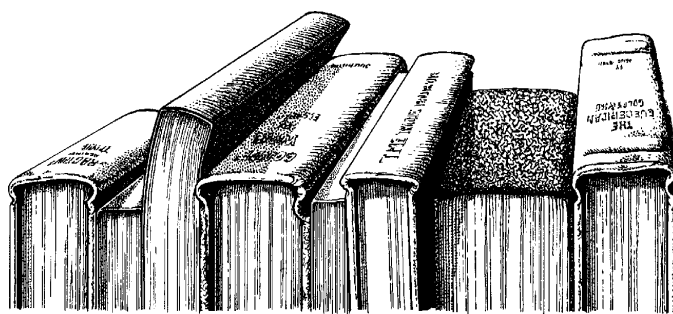
Several members of this work group agreed to have their SDAs serve as pilot sites for testing the new reporting process. The pilot SDAs consist of: North Santa Clara Valley Job Training Consortium (NOVA), PIC of San Francisco City and County, San Diego Workforce Partnership, Inc., Merced County, and Los Angeles City.

SDAs currently collect data on their local service providers. However, regardless of the number of training interventions, they are only required to report the JTPA intervention that occurred before a client's final termination from the program. SB 645 requires data for all of the interventions received by JTPA clients in a given program year. The work group's primary objective, therefore, is to assist JTPD in developing reporting procedures to comply with the expanded data requirements. The state must now be provided with information on the type of training, the hours in training, and the service provider for all of the interventions received by JTPA clients. The state, in turn, will provide this information to AMPG who will design the database, define the data elements and develop the outcome measures that will be used to evaluate performance.

Participating agencies have submitted seed data to AMPG for the 1995/96 program year. This data has been matched to the base wage file and will be used to publish the first report cards to be issued in September 1998.

For more information on the JTPD SB 645 work group activities, please contact Deborah Cusimano at (916) 653-4292.

## Check It Out!



### WELFARE TO WORK

*Blueprint for Business, Reaching a New Work Force, Welfare to Work Partnership & National Alliance of Business (J1694)*

### WORKFORCE PREPARATION

*Winsome Workforce Websites, A Directory of Helpful On-line Workforce Preparation Internet Sites, California State Job Training Coordinating Council (J1695)*

### ONE-STOP

*One-Stop Common Intake and Case Management, California's One-Stop Career Center System Task Force, Electronic One-Stop Steering Committee (J1696)*

*Technology and Serving Individuals with Special Needs, California's One-Stop Career Center System Task Force, Electronic One-Stop Steering Committee (J1697)*

### LEADERSHIP

*Leading with Soul: An Uncommon Journey of Spirit, Jossey-Bass Publishers (J1698)*

*Awakening Corporate Soul: Four Paths to Unleash the Power of People at Work, Fair Winds Press (J1699)*

*Leadership for the Twenty-first Century, Praeger Publishers (J1700)*

### CHANGE MANAGEMENT

*Managing Change at Work, Crisp Publications (J1701)*

*Understanding Organizational Change, Crisp Publications (J1702)*

*The Change Navigator, Crisp Publications (J1703)*

*Adapting to Change, Making it Work for You, Crisp Publications (J1704)*

### SCHOOL-TO-CAREER

*School-to-Career 1996, Glendale Unified School District Career Education (J1705-AV)*

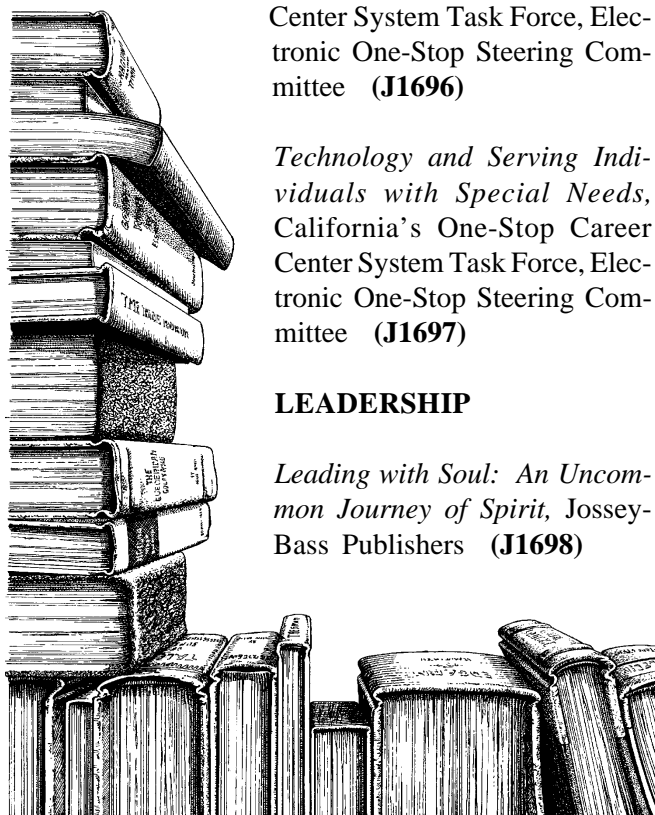
### CUSTOMER SERVICE

*Managing Quality Customer Service, Crisp Publications (J1706)*

*Customer Service, The Other Half of Your Job, Crisp Publications (J1707)*

*Beyond Customer Service, Crisp Publications (J1708)*

*Quality Customer Service, Crisp Publications (J1709)*



TO BORROW RESOURCES LISTED ABOVE CALL: (916) 654-8386

## April 1998

Monday	Tuesday	Wednesday	Thursday	Friday
	March 31	1	2	3
	<div>SDA Subcontractor Monitoring <i>Los Angeles City</i></div> <div>On-Site Facilitation <i>Amador County</i></div>			
6	7	8	9	10
	<div>SDA Quarterly Meeting <i>San Diego</i></div>	<div>California Economic Development Conference <i>San Diego - Martha Jacoby (916) 325-1610</i></div> <div>California Workforce Association Conference <i>San Diego - Martha Jacoby (916) 325-1610</i></div>		
13	14	15	16	17
	<div>Welfare to Work Intro &amp; Overview <i>Golden Sierra</i></div> <div>Business Approach to Job Development <i>Ventura County</i></div> <div>Case Management II Welfare to Work <i>SETA</i></div>	<div>On-Site Facilitation <i>Mariposa County</i></div>	<div>SDA Subcontractor Monitoring <i>Riverside County</i></div>	
20	21	22	23	24
	<div>JTPA 101 Intro &amp; Overview <i>Carson/Lomita/Torrance</i></div> <div>Case Management <i>Mother Lode Consortium</i></div>		<div>Case Management <i>Los Angeles City</i></div>	
27	28	29	30	
		<div>JTPA 101 Intro &amp; Overview <i>San Mateo County</i></div>		

EMPLOYMENT TRAINING NETWORK  
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ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS

## THE EMPLOYMENT TRAINING NETWORK *Resources for JTPA programs*

The Employment Training Network provides one-to-one consultations, staff workshops and resources exclusively for California's Job Training Partnership Act (JTPA) programs. Through statewide networking, the Employment Training Network staff is able to offer diverse technical services using consultants in a variety of JTPA-related areas. SDAs/PICs and their contractors may benefit from the following services, free of charge:

- consultant services - to enhance staff's skills, knowledge, and motivation
- program site visits - staff reimbursement provided for travel expenses
- resource library - up-to-date books, manuals and videos in a multitude of topics on loan for two weeks
- referrals - to other employment and training programs and model/demo sites
- added extras - computer disks; informative newsletters announcing upcoming workshops, new resources, etc.

The Employment Training Network technical assistance services are available upon request to SDA/PIC staff members or contractors operating JTPA programs in schools, community colleges, community-based agencies, adult education programs, County Offices of Education and ROPs.

JTPA funded programs may receive services by calling Diane Coad at (916) 654-8896.

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Dian Coad, Editor

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